

**Application Form for Further Education National Leaders of Governance Programme**

**Please complete all relevant fields.** Where word limits are specified, please observe them. Any text in excess of the stated limits will be disregarded by assessors.

Please note that information provided on this application form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 1998.

This form is an application form for the Further Education National Leaders of Governance programme. National Leaders of Governance (NLGs) must be serving college governors or clerks who have a strong track record of delivering college improvement. They will provide mentoring and support to colleges that need to improve governance capacity and expertise.

[Further information](https://www.gov.uk/guidance/national-leaders-of-further-education-guidance-for-potential-applicants) can be found on GOV.UK.  
  
Part A

## **1. Applicant details**

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Telephone number |  |
| Home address |  |

## **2. Current role**

|  |  |
| --- | --- |
| College Name |  |
| UK Provider Reference Number (UKPRN) |  |

|  |  |
| --- | --- |
| Role (Chair, Governor or Clerk) |  |
| Date of appointment |  |
| **Ofsted Grades:** Please confirm the latest grades received for ‘overall effectiveness’ and ‘leadership and management’. |  |
| **Ofsted Report:** Please provide the date of the latest Ofsted report. |  |
| Other than your role as a governor or clerk at the college listed above, please provide brief details of any other paid or voluntary positions that you currently hold. |  |

## 3. Previous roles

|  |  |
| --- | --- |
| **Governance positions held by applicant over the last 5 years:** Please provide details of the governor/clerk roles you have held over the last 5 years, confirming dates of appointment and college/institution names. |  |

# Part B

## **4. Track Record – Supporting college improvement**

This section asks you to provide evidence in response to three questions about your experience, knowledge and skills in relation to the assessment criteria (detailed in the guidance of applicants):

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| **(a)** Please provide an overview of the improvement work that you have led in your own college, covering detail such as diagnosis of issues, planning, setting strategic direction, monitoring performance and benchmarking, and process implementation/reform. Also refer to any difficulties you encountered and strategies you used for overcoming them (max 500 words). |
|  |
| Please specify number of words used: |
| **(b)** Please outline the impact of this work (max 300 words). |
|  |
| Please specify number of words used: |

## **5. Track Record – Building capacity within the college board of governors**

This section requires you to provide evidence in response to two questions:

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| **(c)** Please provide an overview of the work you have led to improve effectiveness of a college board of governors, including how you addressed accountability and scrutiny, financial management and decision-making, and staffing and stakeholder engagement (max 500 words). |
|  |
| Please specify number of words used: |
| **(d)** Please outline the impact this work (max 300 words). |
|  |
| Please specify number of words used: |

## 6. Track Record – Coaching and mentoring

This section requires you to provide evidence in response to one question:

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| **(e)** Please provide an overview of the coaching and mentoring work you have carried out within your college’s board of governors and/or with a board of governors at another college, including details on leadership and communication, assessment of performance and development needs, and building capability for others (max 500 words). |
|  |
| Please specify number of words used: |
| **(f)** Please outline the impact of this work (max 300 words). |
|  |
| Please specify number of words used: |

# **Part C**

## 7. References

Please provide references from two people who can endorse your track record. References should be provided as separate attachments and should be on the headed paper of the referee’s organisation. Referees may wish to refer to the questions and assessment criteria in their references, where that is applicable.

## **8. Due diligence**

If there is anything relevant to your suitability if selected – for example any criminal convictions, bankruptcy or anything which could impact on public confidence on your suitability, please provide brief details below.

|  |
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Please note that due diligence checks will be carried out and may include searches of previous public statements and social media, blogs or any other publicly available information. Details about how this information will be processed are available in the Department’s [Personal Information Charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter).

## **9. Conflicts of interest**

If you have any interests that might be relevant to the work of an NLG and which could lead to a real or perceived conflict of interest, should you be appointed, please provide brief details below. All information provided by applicants will be handled in a manner consistent with GDPR 2018.

|  |
| --- |
| Do you consider yourself to have a real or perceived conflict of interest in relation to this role? If yes, please provide brief details. |
|  |

## **10. Declaration of Applicant**

I declare that the information supplied in my application, including that referring to conflicts of interest and personal conduct, is correct to the best of my knowledge. I have also read the guidance for applicants and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Department of any changes in circumstances that affect the answers I have given.

|  |  |
| --- | --- |
| Candidate signature  (electronic signature will be accepted) |  |
| Date when form was completed |  |